neweralife.com Website Guide Agent Services

Welcome to the New Era Life Insurance Companies website! As an appointed producer for New Era, we would like to extend to you the opportunity to utilize our new online Agent Services website. As a way to enhance your experience with New Era Life Insurance Companies, we have set up an online registration to create a secure account where you may access the most current forms and information for all of the New Era products. Great features to look forward to include:

- Downloadable Sales Material
- Illustration software
- Online notification of rate changes
- Access to current and archived Agent Newsletters
- Online access to commission statements (3rd quarter 2009)

The following instructions have been provided to assist you in registering with the website, and finding the information you need.

If you have any questions, feel free to call us at 888-748-3035. We will be happy to assist you.

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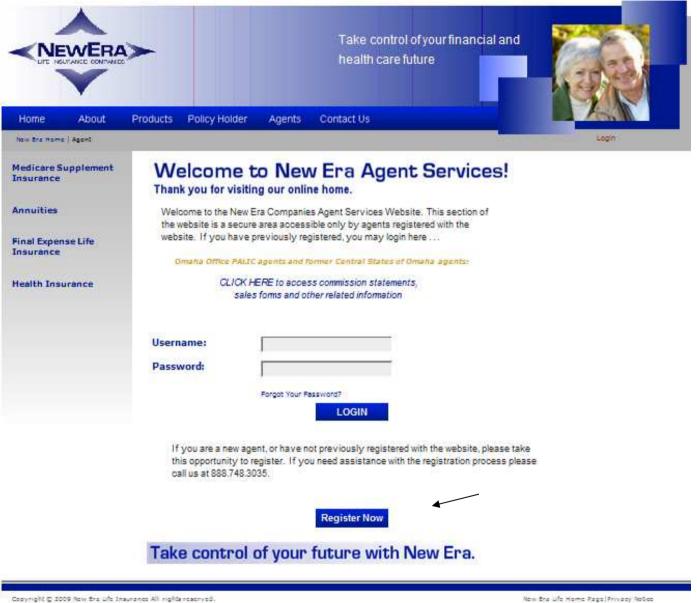
Getting Started

To get started go to www.neweralife.com in your browser and click on **Agents.**



Registering with the Website

The agent login page allows for logging in or registering with the website. Click Register Now to start the process.



Create Your User Account

To create your User Account, you need to enter any one of your agent numbers, along with the last 4 digits of the SSN or Tax Id number associated with that agent number. For security purposes the SSN or Tax Id will not display in the field. Click **Next**



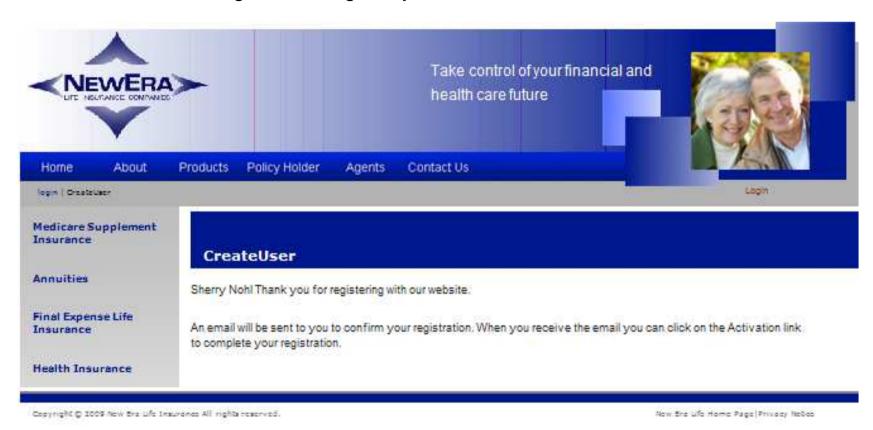
Confirm that the name in the Welcome message is yours and then fill in the information on the screen.

- ❖ You may select a User Name of your choice.
- ❖ Your password must be at least 6 characters long.
- ❖ You must enter a working email account to complete the process

Then click Create User



You will see this message, indicating that you will receive an activation email.



When you receive this email (should be almost instantaneous) you will click the link to activate your account.

■ Subject: Newera Life Activation

From: active@neweralife.com

Date: 9:02 PM

To: snohl@neweralife.com

Thank you for registering with neweralife.com.

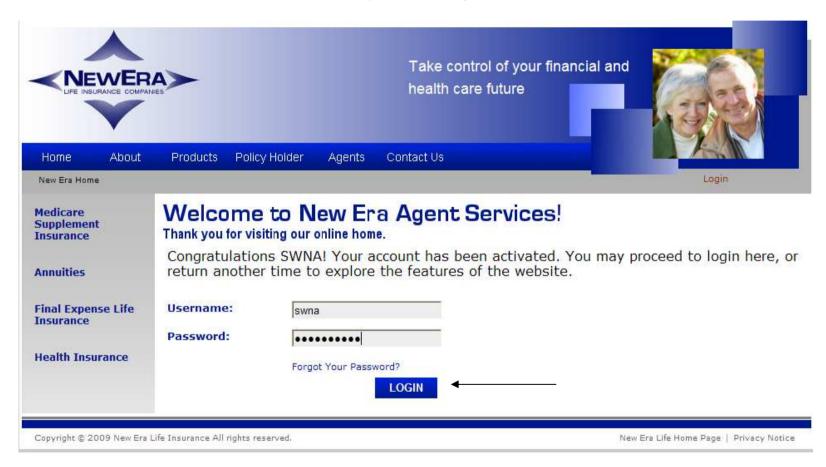
Please follow this link to activate your account.

If you have problem click the link please copy the link into your browser address bar

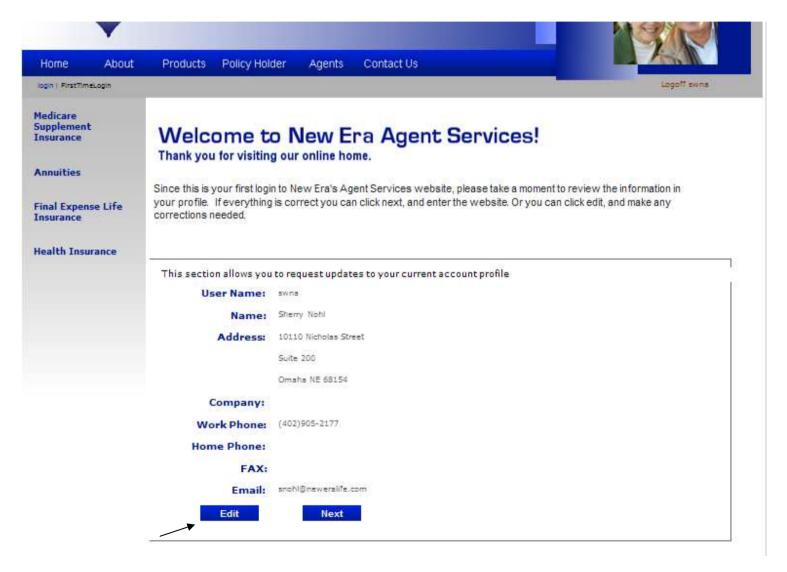
https://www.neweralife.com/Activate/Activate.aspx?ID=841d8e73-53a7-4f47-a720-74035f0c66e7



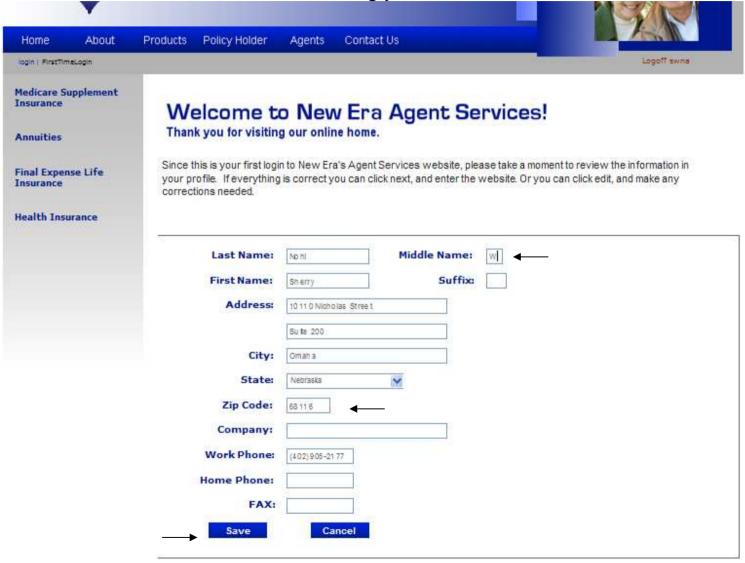
The link will bring you back to the website at this page. You will then enter the username and password you selected and click **LOGIN**.



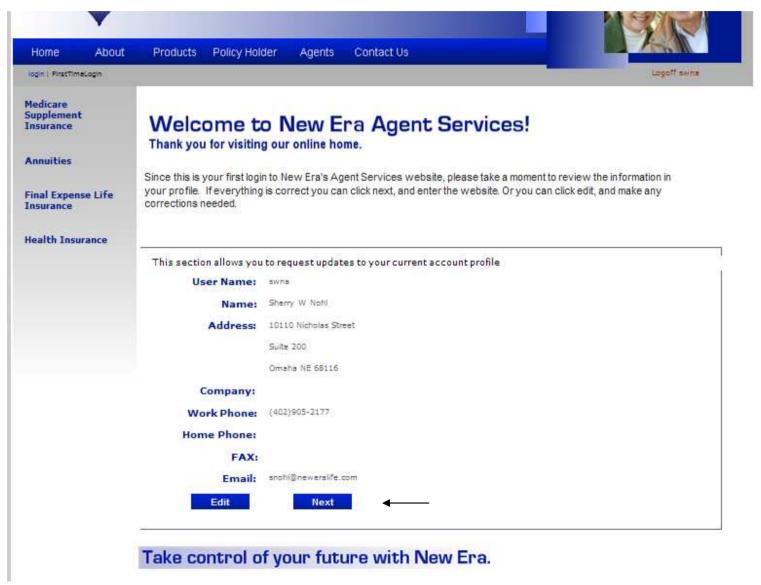
The first time you login you will go to this screen to verify that the information we have in the database about you is correct. Take a moment to review the information. If you need to make a correction, click **Edit.**



You will be able to enter the corrected data in this screen, then click **Save** If you wish to exit this screen without saving your corrections, click **Cancel**.



You will be returned to the initial welcome screen. Review the new information that you entered. Then click **Next.**



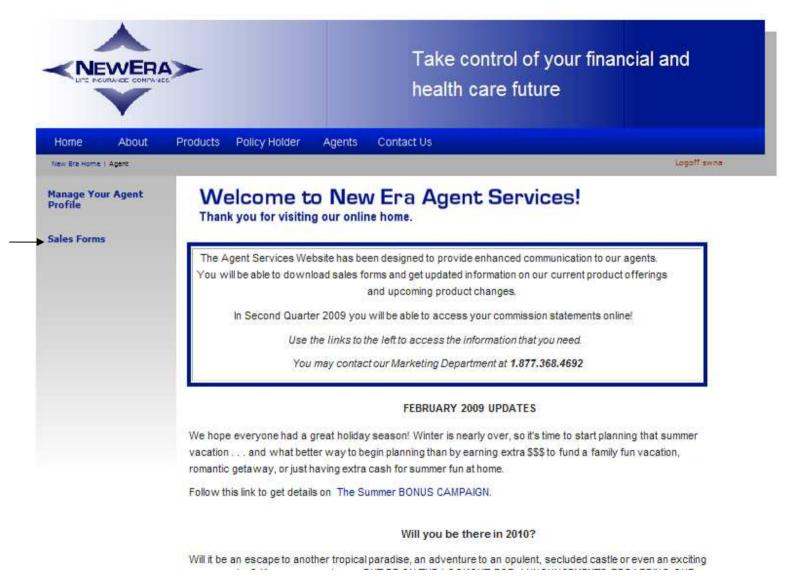
Agent Home Page

After logging in, you will be directed to the agent home page. This screen will contain current information on programs, products, services, and anything else of interest to agents. It will change often, so login to see what's new.



Sales Forms

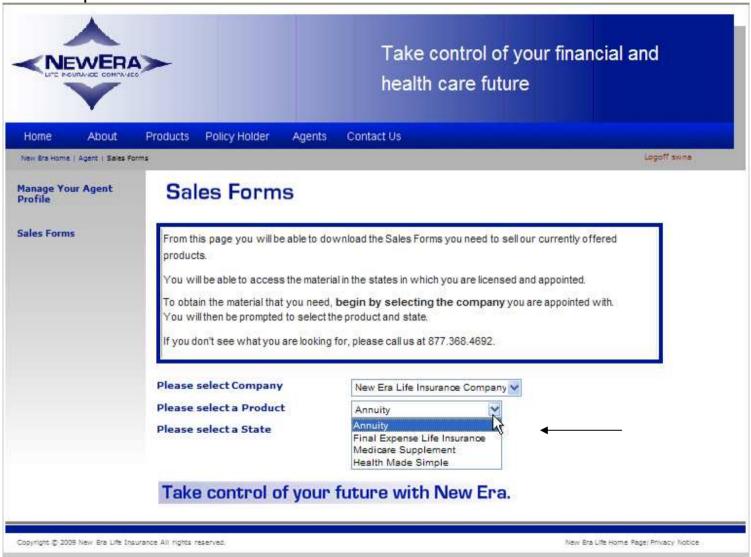
From any screen within the agent website you can click on **Sales Forms** from the left hand menu.



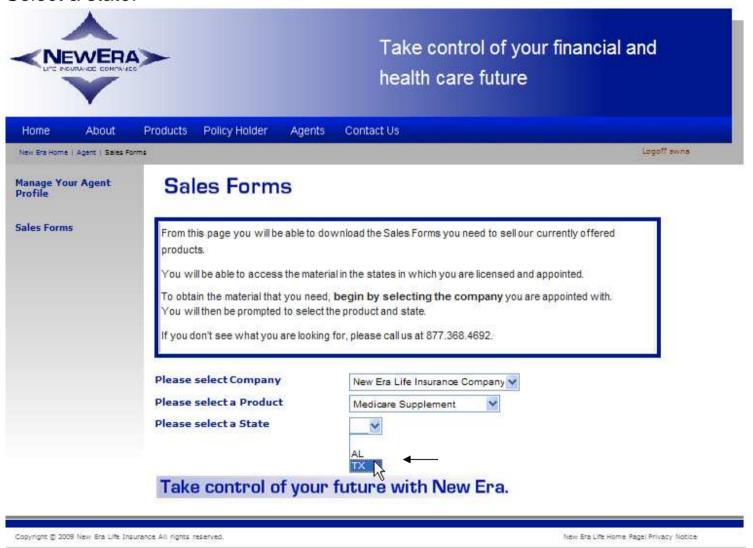
On the Sales Form screen, you will select a Company whose Sales Forms you wish to use. The Companies shown are those that you are currently appointed with. Using the dropdown box, select a company.



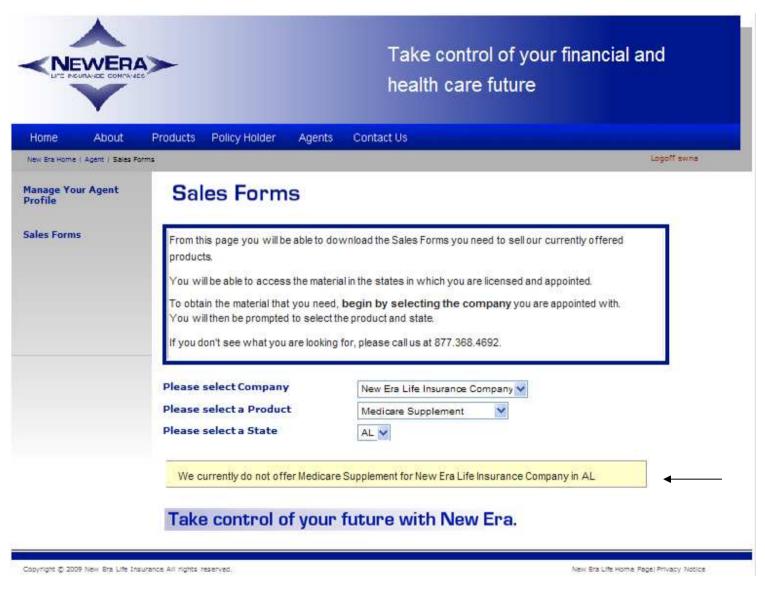
The Product dropdown box will display our products that you are appointed to sell. Select a product.



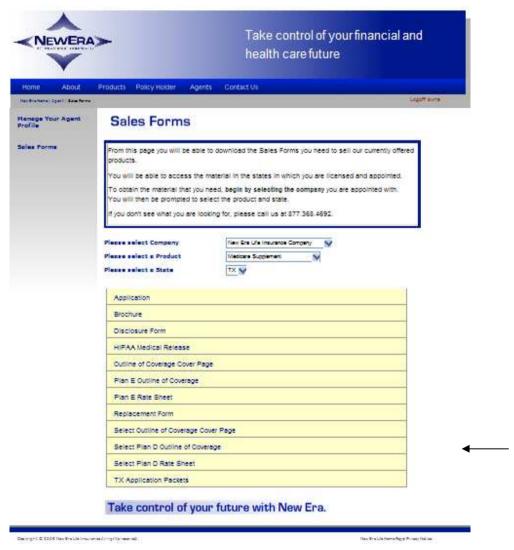
The State dropdown box will display the states in which you are appointed with us. Select a state.



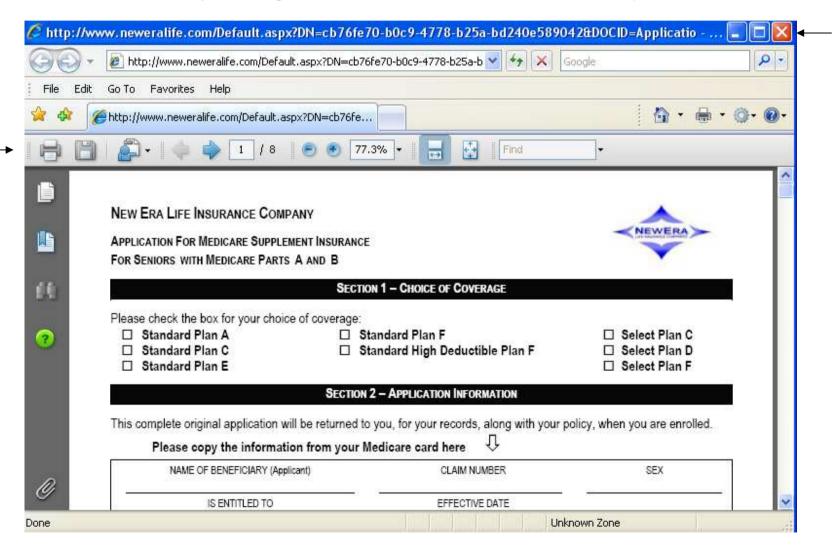
If you select a Company, Product, State combination in which we do not have products available, you will see this message.



If you have selected a valid combination, a table of all of the related sales forms will be shown.



Clicking on any sales form will open the form in Adobe Reader. You can save the form to your computer for later use, or print the form. When you have finished, you can close the form by clicking on the **X**. You will be returned to the previous screen.



About the Sales Forms

For Medicare Supplement and Annuity products, you will find an application packet in the Sales Forms. This is a packet that includes a full set of all necessary forms. Each form in the packet is also available individually for your use.

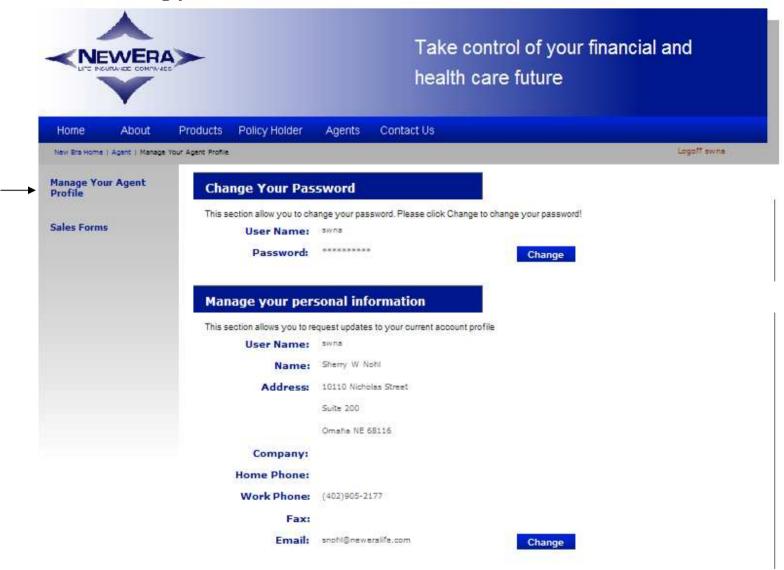
For Life Insurance, Health Made Simple, and Care Companion, each form is available individually for your use.

A downloadable proposal system is available for Health Made Simple, along with a users guide.

All forms are in a format readable by Adobe Acrobat.

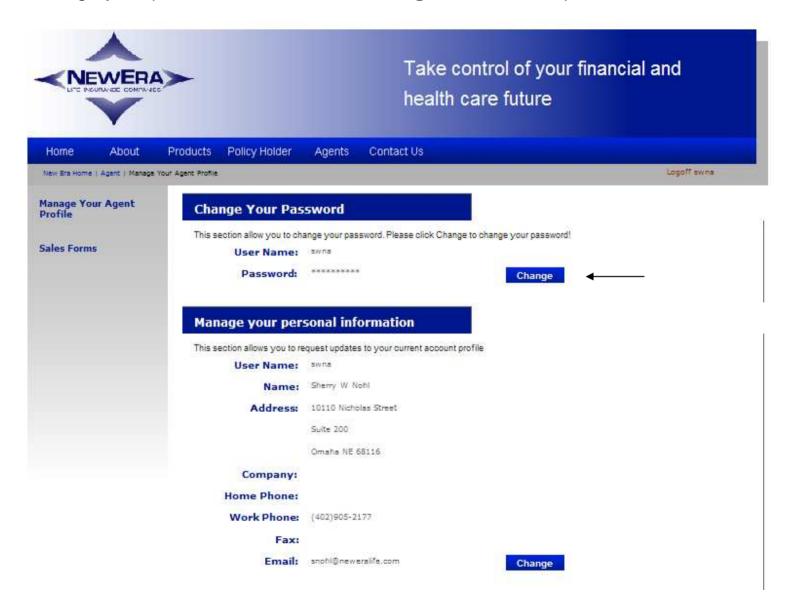
Manage Your Agent Profile

Selecting Manage Your Agent Profile from the menu on the left of all agent website screens will bring you to this screen.



Change Your Password

To change your password, click on the **Change** button in the password section.

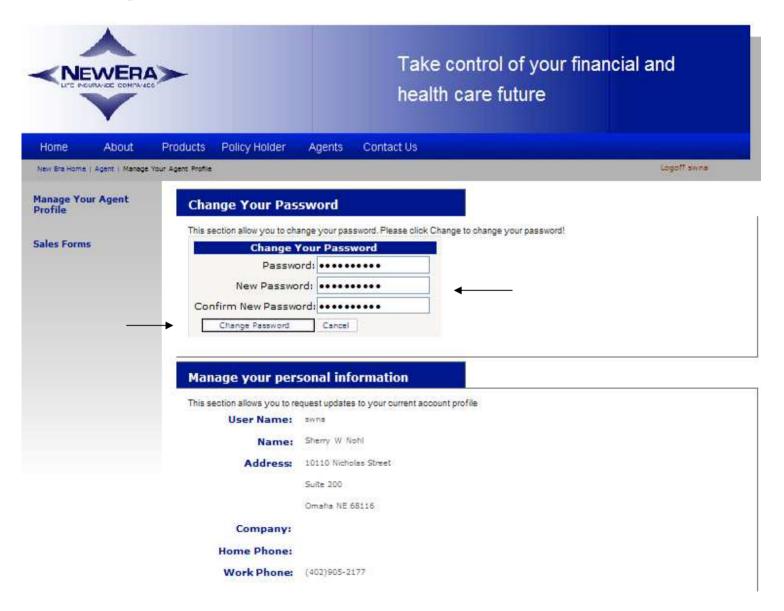


Enter your current password

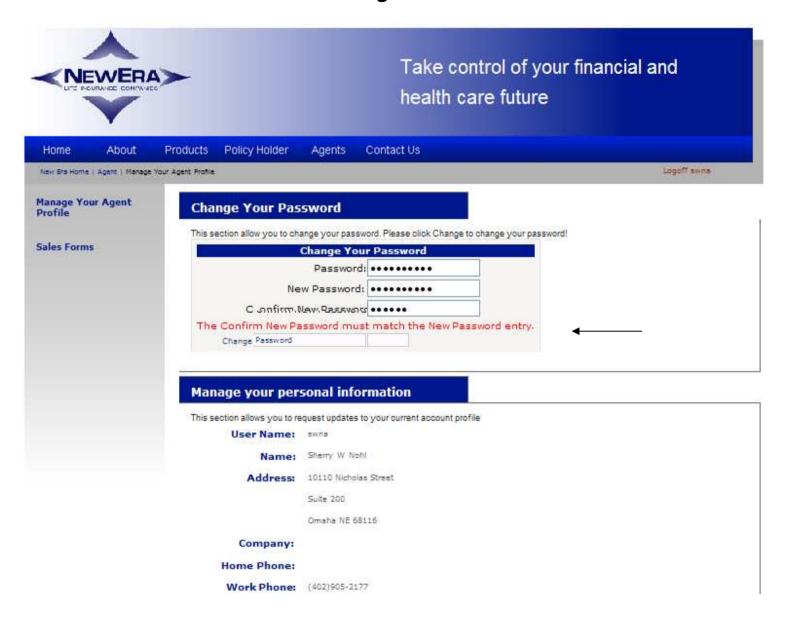
Then enter a new password of your choice.

Re-enter the new password to validate the choice.

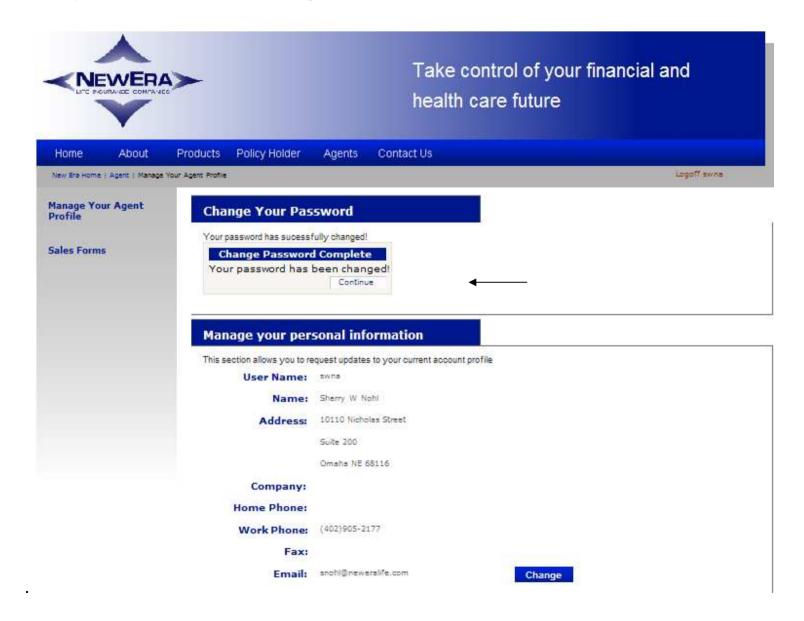
Click Change Password



If the new passwords do not match you will receive this message. Re-enter your information at this time and click **Change Password**.

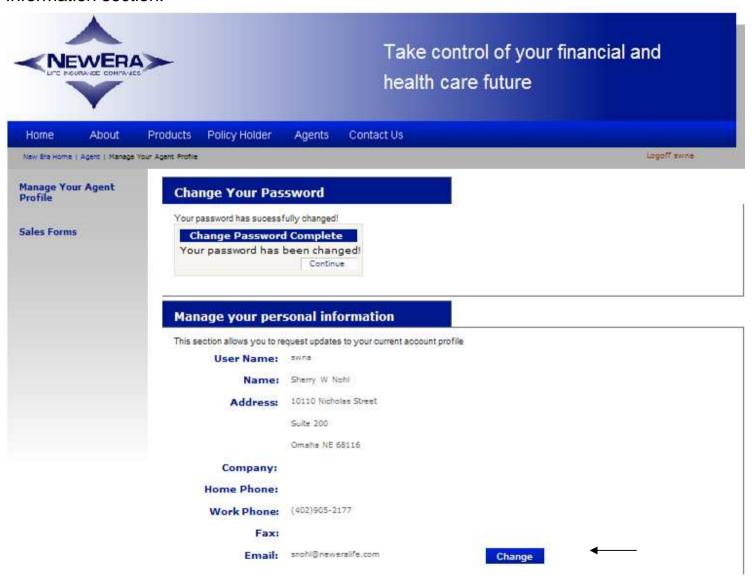


When you have successfully changed your password you will receive the message Your password has been changed! Click **Continue**.



Manage Your Personal Information

You can modify your personal information by clicking **Change** in the Manage your Personal Information section.



You can make changes to any field. When you have finished click on **Save**. Your new information will be modified in the website registration, and will be forwarded to the appropriate home office department to update our other administrative systems.

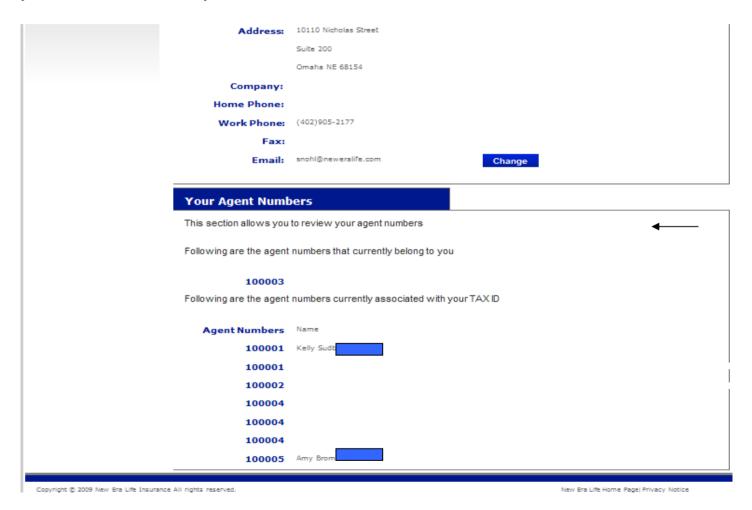
Change y	our personal information
Last Name:	No hi
Middle Name:	W
First Name:	Sherry
Suffix:	
Address:	10 11 0 Nicholas Street
	Suite 200
City:	Omah a
State:	Nebraska 🗸
Zip Code:	68 15 4
Company:	
Home Phone:	
Work Phone:	(402)905-2177
FAX:	
Email:	sn oh (©) ne w era life.com
Save	Cancel
Save	Cancer

Your Agent Numbers

Agent Numbers Currently belonging to you.

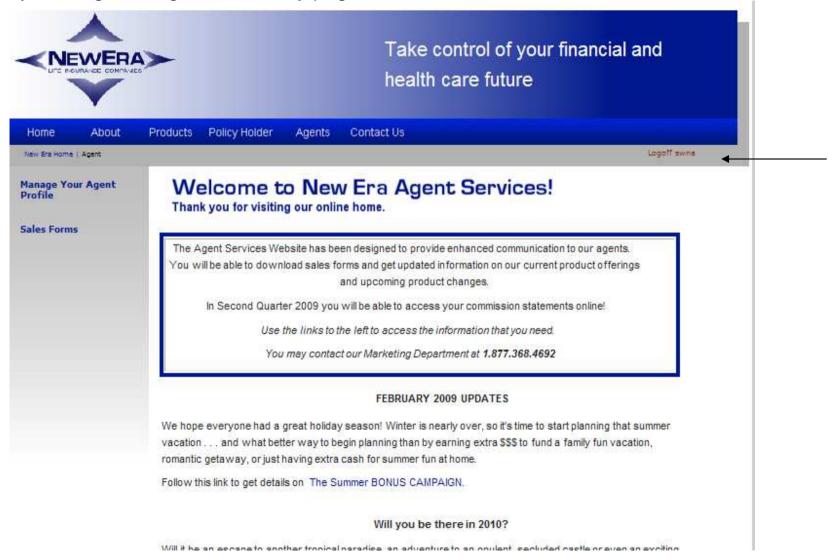
These are numbers that you personally use to write business. This is for your information only and cannot be modified here.

Agent Numbers Currently Associated with Your Tax ID. These are numbers of other agent numbers that are associated with your Tax ID, such as sub-agents. This is for your information only and cannot be modified here.



Logging Off

When you have finished using the New Era Agent Services Website, be sure to logoff by clicking the Logoff link on any page.



NOTES			